

VITA GRANT REPORTING REQUIREMENTS

The Recipient is responsible for ensuring reports are timely and accurately filed throughout the grant period and until close out of the grant. The following reports and reporting dates apply to the 2010 VITA Grant.

Item	Description	Method	Period	Due Date
1.	Standard Form 425, Federal Financial Report (FFR) – This report is used for reporting quarterly and final period financial information. Quarterly reports are due within 30 days of end of the quarter. Once all funds are expended and the corresponding FFR completed, future quarterly reporting is not required.	<ul style="list-style-type: none"> File electronically through the DPM, and Fax or email copy to IRS 	10/1/2009 – 12/31/2009	1/30/2010
2.	Site Establishment Report – List of all sites opened or planned to open under the grant.	Due to IRS; standard format available on irs.gov for compiling information.	Filing Season 2010	1/30/2010
2.	SF 425, FFR - Quarterly	See item 1	1/1/2010 – 3/31/2010	4/30/2010
3.	SF 425, FFR - Quarterly	See item 1	4/1/2010 – 6/30/2010	7/30/2010
4.	SF 425, FFR – Quarterly. If all funds are not withdrawn by 9/30/2010, continued quarterly reporting is required.	See item 1	7/1/2010 – 9/30/2010	10/30/2010
5.	SF 425, FFR – This is the final report and covers the entire grant period. It is due 90 days after the end of the grant period.	Due to IRS	7/1/2009 – 6/30/2010	9/30/2010
6.	Standard Form PPR, Performance Progress Report – This is the final report and covers the entire grant period. It is due 90 days after the end of the grant period. It includes a performance narrative and final listing of sites opened. Detailed instructions will be provided by December 31, 2009, on completion of this and related reports.	Due to IRS	7/1/2009 – 6/30/2010	9/30/2010
7.	Standard Form PPR-A, Performance Measures - Detailed instructions will be provided by December 31, 2009, on completion of this and related reports.	Due to IRS	7/1/2009 – 6/30/2010	9/30/2010
8.	Standard Form PPR-B, Program Indicators - Detailed instructions will be provided by December 31, 2009, on completion of this and related reports.	Due to IRS	7/1/2009 – 6/30/2010	9/30/2010

Extensions will be granted for filing reports only in unusual circumstances. Recipients may request an extension, but it must be submitted in writing at least five business days prior to the due date, and they must receive a written response confirming the extension **before the due date**.

Organization	Division of Payment Management	Internal Revenue Service, Grant Program Office
Internet	www.dpm.psc.gov	www.irs.gov , key word search VITA Grant
Mail	11400 Rockville Pike Rockwall Building #1, Suite 700 Rockville, MD 20852	Stop 420-D 401 West Peachtree Street, NW Atlanta, GA 30308
Hrs of Oper.	7:30 am - 6 pm ET (except federal holidays)	8:00 am to 4:00 pm ET (except federal holidays)
Phone	877.614.5533	404.338.7894
Fax	301.443.8362	404.338.7646
Email	pmssupport@psc.gov	grant.program.office@irs.gov

Once IRS or DPM support personnel are assigned to your account, please update the above contact information.